



GATEWAY NATIONAL RECREATION AREA

Sandy Hook Unit

P. O. Box 530

Fort Hancock, NJ 07732

SPECIAL USE PERMIT PROCESS

Film or Photography

To follow is a general overview of steps involved to procure a permit to conduct a film or photography session on Sandy Hook.

For all questions/information, please contact:

Marge Fallon

Permit Coordinator/Park Events Coordinator

Phone: 732-872-5911

Fax: 732-872-5915

eMail: marge_fallon@nps.gov

GENERAL INSTRUCTIONS

- 1. A special use permit is required for all filming activity.**
- 2. If a photography session includes models, sets, or props, or when the use requires management to prevent impairment or derogation to the resources or a significant disruption of normal visitor or Agency use, a permit is required.**
- 3. A permit is required for commercial filming including but not limited to motion picture filming, video taping and sound recording.**
- 4. A fee is charged mandated by P.L. 106-206 that allows the Secretaries of the Interior and Agriculture to establish a fee system for filming on lands under their jurisdiction. The amount is intended to generate a fair return to the government for the use of Federal property, for filming or photography. The fees set forth in this document are established as the minimum location fees to be charged and shall be subject to an annual review and adjustment to ensure that they represent fair market value.**
- 5. An application for a permit follows and requires a \$100 administrative fee made payable to the National Park Service for processing. If time is critical, you may fax your application and follow with your check in the mail or bring it with you on the day of your shoot.**
- 6. A special use permit can be issued as expeditiously as needed.**

NATIONAL PARK SERVICE
Gateway National Recreation Area
Sandy Hook Unit
Application for Photography/Filming Permit

Please supply the information requested below. This information is required to evaluate your permit request. **Attach additional sheets, if necessary.** Allow at least four (4) business days for processing. A non-refundable processing fee may be required to accompany this application. There may be additional fees charged, including a location fee, and you **may** be required to provide proof of liability insurance.

Applicant:	Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax #:
Email:	Email:

Project name:	Producer:
Type of project:	Photographer:
Location manager:	Director:
Telephone #:	Caterer:
Cell phone #:	Telephone # - set:

Summary of Activities and Scene(s): _____

SCHEDULE BY LOCATION(S) (Includes filming, parking and base camp):

Date	Location	Start Time	End Time	Type of Activity (e.g., film, prep, or strike)	Number of Cast & Crew

Maximum Number of Participants _____ (Please provide best estimate)

Description of Equipment/Props: _____

Attach list of vehicles including type and license plate number. _____

Use of Roads and/or Trails? (Y/N): ____ Describe: _____

I hereby state that the above information given is complete and correct and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant entity and the project described above.

Signature: _____ Print Name: _____ Date: _____

Title: _____ Company Name: _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$____.00 made payable to **National Park Service**. Application and administrative charges are non-refundable. *This completed application should be mailed to Park address information.*

Note that this is an application only, and does not serve as permission to conduct a filming project or any other use of the park. If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460), Washington, D.C. 20240

Fee Schedule: All applications must be accompanied by a \$100 check or money order made payable to the National Park Service and each permit issued carry a \$50 permit fee in addition to the following:

FOR COMMERCIAL FILMING

1-5 People with hand-carried equipment.....	\$150 / day
1-5 People other than hand-carried equipment.....	\$200 / day
6-10 People.....	\$300 / day
11-20 People.....	\$500 / day
21-40 People.....	\$800 / day
41-60 People.....	\$1,200/ day
Over 60 People.....	\$25 / person / day

FOR STILL PHOTOGRAPHY

1-5 People with hand-carried equipment.....	\$150 / day
1-5 People with other than hand-carried equipment.....	\$200 / day
6-10 People.....	\$300 / day
11-20 People.....	\$400 / day
Over 21 People.....	\$20 / person / day

INSURANCE REQUIREMENTS

Note: The Permittee is required to carry a minimum of \$1,000,000 liability insurance policy naming the United States of America as insured throughout the course of a filming or photography permit including set up and break down times. Permittee shall furnish the National Park Service, prior to the activity, a certificate (binder) evidencing that insurance has been procured and is in full force and effect.

Additionally, the permittee will take no action which would be detrimental to the historical or natural resources of the park, or have

any adverse impact on the environment and will restore any area which has been altered, damaged or destroyed in any manner.

The permittee shall save, hold harmless and defend and indemnify the United States of America, its agents and employees for losses, damages, or judgments and expenses on account of fire, theft, or claims for bodily injury, death or property damage of any nature whatsoever and by whomever made arising out of the activities of the permittee, his employees, sub-contractors or agents under said permit.

In addition to the indemnification provided above, permittee expressly releases the National Park Service from any and all liability for loss or damage to permittee or any property belonging to permittee or to others caused by theft, vandalism, or any other cause beyond the reasonable control of the National Park Service.



GATEWAY NATIONAL RECREATION AREA
Sandy Hook Unit
732-872-5900

DIRECTIONS TO THE PARK

SOUTHERN access to Sandy Hook is from Garden State Parkway Exit 105 (Eatontown/Long Branch) to Route 36 East (turns into Joline Avenue) to Ocean Boulevard (four lane highway). Turn left onto Ocean Boulevard and proceed straight ahead to Sandy Hook, passing through the towns of Long Branch, Monmouth Beach and Sea Bright.

NORTHERN access to Sandy Hook is from Garden State Parkway Exit 117 (Hazlet/Keyport) onto Route 36 East. Proceed straight ahead for 12 miles into Sandy Hook (immediately after the Highlands Bridge).

Access from the **PHILADELPHIA/CENTRAL JERSEY** area is via the New Jersey Turnpike north to Exit 7A (Route I-195 East) to Garden State Parkway north to Exit 105 Eatontown, then continue as above for **SOUTHERN** access.

VISITOR CENTER: The park's Visitor Center is approximately 2 ½ miles into the park on your right and is open daily 10 a.m. to 5 p.m.

FORT HANCOCK HISTORIC DISTRICT is six miles north of the park entrance. Follow the main road and stay to your left (no turns).

PARK HEADQUARTERS, THE EDUCATION CENTER, AUDITORIUM/CHAPEL, THEATER, LIGHTHOUSE, HISTORY HOUSE and various park partners are all in Fort Hancock.

THANK YOU FOR NOT LEAVING ANY TRASH IN THE PARK

